

# **CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT**

## **INVITATION FOR BID No. 09-16**

**Annual Requirements - Personal Computers and Peripheral Equipment,  
Chabot College and Las Positas College**

**Bids Due:  
April 21, 2009, at 2:00 P.M.**



**Return Bids To:  
District Office  
Purchasing & Warehouse Services Department  
5020 Franklin Drive  
Pleasanton, California 94588  
Telephone: (925) 485-5229  
Fax: (925) 485-5253**

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**INVITATION FOR BID  
ANNUAL REQUIREMENTS- PERSONAL COMPUTERS AND  
PERIPHERAL EQUIPMENT**

**SECTION A – BACKGROUND AND PRIMARY REQUIREMENT**

Chabot-Las Positas Community College District (CLPCCD) is continuing a major technology upgrade at both college campuses as part of planned Measure B Bond improvements. Part of this upgrade is the acquisition and installation of new desktop and laptop computers to replace aged equipment.

In this document, CLPCCD is requesting pricing in sealed bids from qualified vendors for personal computer desktop systems, laptops, and tablet personal computers.

**The first requirement is that Bidders must submit bids for all computer configurations listed herein (See Section D - Specifications and Scope of Products to be provided). No Partial Bids Will Be Considered.**

**SECTION B - DELIVERY OF BIDS**

Sealed bids must be delivered to the District Office, 5020 Franklin Drive, Pleasanton, California 94588, not later than **2:00 p.m. April 21, 2009**. To assure consideration, the bid should be placed in an envelope or package which is to be sealed and clearly marked "**Bid No. 09-16 – Annual Requirements-Personal Computers and Peripheral Equipment, April 21, 2009**," giving also the name and address of the bidder. The District reserves the right to reject any or all bids and to waive informalities.

**SECTION C - INQUIRIES**

**TECHNICAL**

All inquiries regarding the technical information are to be directed to Jeannine Methe at (925) 485-5213.

**BID PROCESS**

All inquiries regarding the bid process are to be directed to Andrew Howe at (925) 485-5233.

Any and all inquires must be made on or before Thursday, April 16, 2009. No inquires will be accepted after this deadline.

**SECTION D – STANDARDS AND PURPOSE**

Chabot-Las Positas Community College District has established a standard personal computer desktop configuration, laptop configuration, and tablet configuration (see Section F). Slight

variations to the standard are needed and separate quantities are provided for these alternate configurations. It is a mandatory requirement that bids be provided for all configuration options.

In line with best practices, Chabot-Las Positas Community College Board of Trustees has approved a Standard Specification. The specification requires bids on equipment manufactured only from the current top tier manufacturers as ranked in accordance with independent industry analysis. **The current top tier manufacturers for governmental agencies include Hewlett Packard and Dell, only.** This standard applies to all equipment furnished under this bid.

The District will update its standard configurations, at minimum, on an annual basis. Based on technology changes and manufacturer offerings, the District will update its standard configurations to augment and amend the purchase agreement resulting from this bid. In lieu of exercising any renewal option the District may conduct the invitation to bid process for its annual requirements of personal computers.

The purpose of this bid is to establish an annual purchase agreement between CLPCCD and the selected vendor to purchase the District's yearly requirements of computer systems that meet the District Standards at **competitive bid pricing. The agreement will initially provide for three (3) consecutive one (1) year periods, each with a renewal option for a total term of three (3) years. Additionally based upon satisfactory performance, the District, at its option may renew the purchase agreement for two (2) additional one year periods on the basis of this Bid No. 09-16. In no event will the total term of the agreement exceed five (5) years.**

Quantities listed herein are estimated annual quantities. Quantities are segregated by location so bids can be assessed independently as well as collectively. It is estimated that collectively, the District wide total quantity listed herein will be the average number of computers purchased per year for the maximum term of this agreement. Quantities are estimated and not guaranteed. Quantity may increase or decrease according to the needs of the District. To complete the purchase of additional systems during the term of the purchase agreement, the discounted prices provided at this time will be the guaranteed maximum price and if the equipment price decreases, CLPCCD will receive the decreased price.

Bidders are encouraged to investigate and provide all possible educational, quantity, cooperative agreements such as State of California, WSCA, U.S. Communities and/or other discounts.

It should be noted that the District estimates computer replacement to follow a 4-year lifecycle. Chabot College, Las Positas College, and the District Office plan to replace  $\frac{1}{4}$  of all computers at each location every four (4) years.

## **SECTION E – NOTICE TO BIDDERS**

Notice is hereby given that the Board of Trustees of the Chabot-Las Positas Community College District, State of California, hereby calls for sealed bids Annual Requirements - Personal Computers and Peripheral Equipment for Chabot and Las Positas Colleges, Bid No. 09-16 to be

delivered to the District Office, Purchasing and Warehouse Services Department, 5020 Franklin Drive, Pleasanton California 94588 until **April 21, 2009 at 2:00 p.m.** at which time and place the bids will be opened. **Faxed or E-mailed bids will not be accepted.**

Bids shall be presented in accordance with the specifications for the same, which are on file with the Manager, Purchasing and Warehouse Services Department at the office address listed above.

Inquiries regarding this bid should be directed to the Purchasing office at (925) 485-5233, or fax (925) 485-5253. Reference Bid No. 09-16 on all inquiries.

The Board of Trustees reserves the right to reject any and all bids or any and all items of such bids.

This bid shall also be subject to any and all applicable laws, regulations and standards.

## **SECTION F - SPECIFICATIONS AND SCOPE OF PRODUCTS AND SERVICES TO BE PROVIDED**

CLPCCD requests prices for each of the systems described in the multiple configurations below. The baseline configuration for desktops is contained in “Configuration 1”, “Configuration 2” and “Configuration 3”. Baseline desktop options are outlined in options 3A – 3D. The baseline configuration for performance desktops is contained in “Configuration 4” with no variances. The baseline configuration for laptop PCs is provided in “Configuration 5” with no variances.

**Each system must be submitted to a burn-in process at the vendor site for a minimum of one day.** Bidder shall provide a statement regarding the involvement of any third party equipment or service provider(s) in the burn-in process.

Bidders must provide their own delivered cost for each component; the percentage profit; the net delivered cost to CLPCCD for each component; and the total net delivered unit cost for each of the systems. The State of California Recycling Fees may be added. Sales tax of 9.75% is to be charged but not included in the Bid Price. No other charges will be accepted by the District.

**Bidders must complete all “Bid Forms” in Section G and substantially conform to the configurations. Separate “Bid Forms” are provided for baseline desktops, configuration options, performance desktops and laptops.**

**Desktop and laptop configurations and the minor variances specified in the bid are CLPCCD’s best estimate at this time. CLPCCD reserves the right to request other component replacements or additions to the baseline configuration prior to delivery of units. In such cases, contractor will be required to provide any delta in costs, to the baseline bid costs using the same pricing formula utilized to establish the bid pricing submitted hereunder or better in accordance with price decreases clause.**

Computers will not be ordered all at once, but in increments over the life of the purchase agreement resulting from this Bid. The vendor is expected to bid a standard price that does not vary based on the number of computers in an order, the frequency of the orders, or the delivery location.

Bidders will provide trade-in options for old equipment being replaced. The bidder will not apply any mandatory trade-in requirements, other than generic environmental safety concerns. Trade-ins will take into account the fair market value of the equipment being made available. Bidders are asked to provide descriptions of trade-in programs that may apply to this bid.

## CONFIGURATION 1

### PC DESKTOP BASELINE STANDARD (MINI-TOWER):

<b>Processor:</b>	Intel® Core™2 Duo E8400 processor (3.00 GHz, 6 MB L2 cache, 1333 MHz FSB) vPro-Technology – Q45 Chipset
<b>RAM:</b>	4GB PC2-6400 (DDR2-800) SODIMM 2x2GB
<b>Video Card:</b>	ATI Radeon 3470 256MB SH PCIe Card
<b>Monitor:</b>	High-end 19” LCD wide-screen
<b>Network Card:</b>	All NIC cards supporting 10/100/1000 Mbps
<b>Disk Drive:</b>	160GB 7200RPM SATA Hard drive.
<b>CD/DVD+/-R/-RW/</b>	24X Combo Drive
<b>Floppy Drive:</b>	1.44 MB
<b>Keyboard:</b>	Regular 101/104 keyboard. (If vendor provides USB keyboard, then additional USB ports are needed.)
<b>Mouse:</b>	2-Button Optical Scroll mouse. (If vendor provides USB mouse, then additional USB ports are needed.)
<b>Operating System:</b>	Vista Ultimate, down-gradable to Windows XP Professional
<b>Headphone outlets:</b>	Front-mounted connections
<b>Microphone outlets:</b>	Front-mounted connections
<b>USB ports:</b>	front and rear
<b>FireWire:</b>	Yes
<b>Tower:</b>	Mini-Tower
<b>Support:</b>	4-year on-site hardware warranty on parts and labor. (All equipment will be provided with warranty costs included in hardware price.)

## CONFIGURATION 2

### PC DESKTOP BASELINE STANDARD (SMALL FORM FACTOR):

<b>Processor:</b>	Intel® Core™2 Duo E8400 processor (3.00 GHz, 6 MB L2 cache, 1333 MHz FSB) vPro-Technology – Q45 Chipset
<b>RAM:</b>	4GB PC2-6400 (DDR2-800) SODIMM 2x2GB
<b>Video Card:</b>	ATI Radeon 3470 256MB SH PCIe Card
<b>Monitor:</b>	High-end 19” LCD wide-screen
<b>Network Card:</b>	All NIC cards supporting 10/100/1000 Mbps
<b>Disk Drive:</b>	160GB 7200RPM SATA Hard drive.
<b>CD/DVD+/-R/-RW/</b>	24X Combo Drive
<b>Floppy Drive:</b>	1.44 MB
<b>Keyboard:</b>	Regular 101/104 keyboard. (If vendor provides USB keyboard, then additional USB ports are needed.)
<b>Mouse:</b>	2-Button Optical Scroll mouse. (If vendor provides USB mouse, then additional USB ports are needed).
<b>Operating System:</b>	Vista Ultimate, down-gradable to Windows XP Professional
<b>Headphone outlets:</b>	Front-mounted connections
<b>Microphone outlets:</b>	Front-mounted connections
<b>USB ports:</b>	front and rear
<b>FireWire:</b>	Yes
<b>Tower:</b>	Small Form Factor Desktop
<b>Support:</b>	4-year on-site hardware warranty on parts and labor. (All equipment will be provided with warranty costs included in hardware price.)

## CONFIGURATION 3

### PC DESKTOP BASELINE STANDARD (ULTRA-SLIM):

<b>Processor:</b>	Intel® Core™2 Duo E8400 processor (3.00 GHz, 6 MB L2 cache, 1333 MHz FSB) vPro-Technology – Q45 Chipset
<b>RAM:</b>	4GB PC2-6400 (DDR2-800) SODIMM 2x2GB
<b>Video Card:</b>	ATI Radeon 3470 256MB SH PCIe Card
<b>Monitor:</b>	High-end 19” LCD wide-screen
<b>Network Card:</b>	All NIC cards supporting 10/100/1000 Mbps
<b>Disk Drive:</b>	160GB 7200RPM SATA Hard drive.
<b>CD/DVD+/-R/-RW/</b>	24X Combo Drive
<b>Floppy Drive:</b>	1.44 MB
<b>Keyboard:</b>	Regular 101/104 keyboard. (If vendor provides USB keyboard, then additional USB ports are needed.)
<b>Mouse:</b>	2-Button Optical Scroll mouse. (If vendor provides USB mouse, then additional USB ports are needed).
<b>Operating System:</b>	Vista Ultimate, down-gradable to Windows XP Professional
<b>Headphone outlets:</b>	Front-mounted connections
<b>Microphone outlets:</b>	Front-mounted connections
<b>USB ports:</b>	front and rear
<b>FireWire:</b>	Yes
<b>Tower:</b>	Ultra-Slim Desktop
<b>Support:</b>	4-year on-site hardware warranty on parts and labor. (All equipment will be provided with warranty costs included in hardware price.)

### CONFIGURATION OPTIONS:

**VIDEO CARD:** ATI Radeon HD 2400 XT 256MB  
**HARD DISK:** 250 Gig Drive, 7200 rpm,  
**MONITOR:** 22” LCD Wide with VGA, DVI, S-video, RCA, HDMI  
**SPEAKERS:**

## CONFIGURATION 4

### PERFORMANCE PC DESKTOP BASELINE STANDARD:

<b>Processor:</b>	Intel® Core™2 Duo E8600 processor (3.33 GHz, 6 MB L2 cache, 1333 MHz FSB) vPro-Technology - X Series Performance Chipset
<b>RAM:</b>	4GB PC2-6400 (DDR2-800) SODIMM 2x2GB
<b>Video Card:</b>	ATI Radeon HD 2400 XT 256MB
<b>Monitor:</b>	High-end 19" LCD display wide-screen
<b>Network Card:</b>	All NIC cards supporting 10/100/1000 Mbps
<b>Disk Drive:</b>	160GB 7200RPM SATA Hard drive.
<b>CD/DVD+/-R/-RW</b>	24X Combo Drive
<b>Floppy Drive:</b>	1.44 MB
<b>Keyboard:</b>	Regular 101/104 keyboard. (If vendor provides USB keyboard, then additional USB ports are needed.)
<b>Mouse:</b>	2-Button Optical Scroll mouse. (If vendor provides USB mouse, then additional USB ports are needed).
<b>Operating System:</b>	Vista Ultimate, down-gradable to Windows XP Professional
<b>Headphone outlets:</b>	Front-mounted connections
<b>Microphone outlets:</b>	Front-mounted connections
<b>USB ports:</b>	front and rear
<b>FireWire:</b>	Yes
<b>Tower:</b>	Mini-Tower
<b>Support:</b>	4-year on-site hardware warranty on parts and labor. (All equipment will be provided with warranty costs included in hardware price.)

## CONFIGURATION 5

### LAPTOP STANDARD:

<b>Processor:</b>	Intel® Core™2 Duo Processor T9400* (2.53 GHz, 1066 MHz FSB, 6 MB L2 cache)
<b>Memory:</b>	4 GB (800-MHz, DDR2, 2DIMM)
<b>Disk drive:</b>	160-GB SATA Hard Drive (7200RPM)
<b>Media:</b>	Floppy drive, as slot plug-in or separate unit
<b>Media:</b>	Integrated 24X DVD±R/±RW/CD-RW Combo Drive
<b>Network:</b>	10/100/1000
<b>Wireless:</b>	802.11 a/b/g/draft-n Intel Wireless Wi-Fi
<b>Modem:</b>	56K v.92 high speed modem
<b>USB ports:</b>	Yes
<b>FireWire:</b>	Yes
<b>External Video:</b>	DB-15 video connection
<b>Mouse:</b>	Pad, with optional pointer, USB optical mouse supplied
<b>Operating System:</b>	Vista Ultimate, down-gradable to Windows XP Professional
<b>Display:</b>	15.4 " display
<b>Camera:</b>	Integrated Camera
<b>Battery:</b>	Supplemental battery with AC pack
<b>Expansion Slots:</b>	PCMCIA slots
<b>Carrying case:</b>	Durable, drop-resistant, shoulder strap
<b>Support:</b>	3 yrs accidental damage warranty for parts & labor (All equipment will be provided with warranty costs included in hardware price.)

**SECTION G - BID FORMS AND SIGNATURE FORM**

**CONFIGURATION 1 BID FORM**

**Bidder Name:** \_\_\_\_\_

**Hardware Manufacturer and Model No. :**

<b>CHABOT-LAS POSITAS PC DESKTOP STANDARD MINI-TOWER “CONFIGURATION 1”</b>	<b>SUPPLIED STANDARD YES OR NO?</b>	<b>IF “NO” IN COLUMN 2, PROVIDE SUBSTITUTION CONFIGURATION BELOW</b>
VISTA ULTIMATE DOWN-GRADABLE TO WINDOWS XP PROFESSIONAL.		
INTEL® CORE™2 DUO E8400 PROCESSOR (3.00 GHZ, 6 MB L2 CACHE, 1333 MHZ FSB) VPRO-TECHNOLOGY – Q45 CHIPSET		
4GB RAM PC2-6400 (DDR2-800) SODIMM 2X2GB		
256MB VIDEO CARD WITH STANDARD DVI CONNECTOR, EQUIVALENT FUNCTIONALITY TO ATI RADEON 3470		
HIGH-END 19” LCD WIDE-SCREEN WITH VGA, DVI AND USB PORTS.		
ALL NIC CARDS SUPPORTING 10/100/1000 MBPS		
160GB 7200RPM SATA HARD DRIVE.		
CD/DVD+/-R/-RW/ 24X COMBO DRIVE		
FLOPPY DRIVE: 1.44 MB		
REGULAR 101/104 KEYBOARD.		
2-BUTTON OPTICAL SCROLL MOUSE.		
2 FRONT AND 2 REAR USB PORTS, PLUS ADDITIONAL PORTS IF KEYBOARD/MOUSE WILL USE USB PORTS		
HEADPHONE OUTLETS: FRONT-MOUNTED CONNECTIONS		
MICROPHONE OUTLETS: FRONT-MOUNTED CONNECTIONS		
FIREWIRE PORT		
MINI-TOWER		
POWER SUPPLY – MINIMUM 365 WATTS		
4-YEAR ON-SITE HARDWARE WARRANTY ON PARTS AND LABOR (INCLUDE IN HARDWARE PRICE).		

<b>COLLEGE</b>	<b>PC QUANTITY</b>	<b>UNIT PRICE</b>	<b>EXTENDED PRICE</b>
<b>CHABOT</b>	0		
<b>LAS POSITAS</b>	115		
<b>DISTRICT</b>	0		

**CONFIGURATION 2 BID FORM**

**Bidder Name:** \_\_\_\_\_

**Hardware Manufacturer and Model No. :** \_\_\_\_\_

<b>CHABOT-LAS POSITAS PC DESKTOP STANDARD SMALL FORM FACTOR “CONFIGURATION 2”</b>	<b>SUPPLIED STANDARD YES OR NO?</b>	<b>IF “NO” IN COLUMN 2, PROVIDE SUBSTITUTION CONFIGURATION BELOW</b>
VISTA ULTIMATE DOWN-GRADABLE TO WINDOWS XP PROFESSIONAL.		
INTEL® CORE™2 DUO E8400 PROCESSOR (3.00 GHZ, 6 MB L2 CACHE, 1333 MHZ FSB) VPRO-TECHNOLOGY – Q45 CHIPSET		
4GB RAM PC2-6400 (DDR2-800) SODIMM 2X2GB		
256MB VIDEO CARD WITH STANDARD DVI CONNECTOR, EQUIVALENT FUNCTIONALITY TO ATI RADEON 3470		
HIGH-END 19” LCD WIDE-SCREEN WITH VGA, DVI AND USB PORTS.		
ALL NIC CARDS SUPPORTING 10/100/1000 MBPS		
160GB 7200RPM SATA HARD DRIVE.		
CD/DVD+/-R/-RW/ 24X COMBO DRIVE		
FLOPPY DRIVE: 1.44 MB		
REGULAR 101/104 KEYBOARD.		
2-BUTTON OPTICAL SCROLL MOUSE.		
2 FRONT AND 2 REAR USB PORTS, PLUS ADDITIONAL PORTS IF KEYBOARD/MOUSE WILL USE USB PORTS		
HEADPHONE OUTLETS: FRONT-MOUNTED CONNECTIONS		
MICROPHONE OUTLETS: FRONT-MOUNTED CONNECTIONS		
FIREWIRE PORT		
SMALL FORM FACTOR DESKTOP		
POWER SUPPLY – MINIMUM 240 WATTS		
4-YEAR ON-SITE HARDWARE WARRANTY ON PARTS AND LABOR (INCLUDE IN HARDWARE PRICE).		

<b>COLLEGE</b>	<b>PC QUANTITY</b>	<b>UNIT PRICE</b>	<b>EXTENDED PRICE</b>
<b>CHABOT</b>	150		
<b>LAS POSITAS</b>	35		
<b>DISTRICT</b>	0		

**CONFIGURATION 3 BID FORM**

**Bidder Name:** \_\_\_\_\_

**Hardware Manufacturer and Model No. :** \_\_\_\_\_

<b>CHABOT-LAS POSITAS PC DESKTOP STANDARD ULTRA-SLIM “CONFIGURATION 3”</b>	<b>SUPPLIED STANDARD YES OR NO?</b>	<b>IF “NO” IN COLUMN 2, PROVIDE SUBSTITUTION CONFIGURATION BELOW</b>
VISTA ULTIMATE DOWN-GRADABLE TO WINDOWS XP PROFESSIONAL.		
INTEL® CORE™2 DUO E8400 PROCESSOR (3.00 GHZ, 6 MB L2 CACHE, 1333 MHZ FSB) VPRO-TECHNOLOGY – Q45 CHIPSET		
4GB RAM PC2-6400 (DDR2-800) SODIMM 2X2GB		
256MB VIDEO CARD WITH STANDARD DVI CONNECTOR, EQUIVALENT FUNCTIONALITY TO ATI RADEON 3470		
HIGH-END 19” LCD WIDE-SCREEN WITH VGA, DVI AND USB PORTS.		
ALL NIC CARDS SUPPORTING 10/100/1000 MBPS		
160GB 7200RPM SATA HARD DRIVE.		
CD/DVD+/-R/-RW/ 24X COMBO DRIVE		
FLOPPY DRIVE: 1.44 MB		
REGULAR 101/104 KEYBOARD.		
2-BUTTON OPTICAL SCROLL MOUSE.		
2 FRONT AND 2 REAR USB PORTS, PLUS ADDITIONAL PORTS IF KEYBOARD/MOUSE WILL USE USB PORTS		
HEADPHONE OUTLETS: FRONT-MOUNTED CONNECTIONS		
MICROPHONE OUTLETS: FRONT-MOUNTED CONNECTIONS		
FIREWIRE PORT		
ULTRASLIM DESKTOP		
POWER SUPPLY – MINIMUM 240 WATTS		
4-YEAR ON-SITE HARDWARE WARRANTY ON PARTS AND LABOR (INCLUDE IN HARDWARE PRICE).		

<b>COLLEGE</b>	<b>PC QUANTITY</b>	<b>UNIT PRICE</b>	<b>EXTENDED PRICE</b>
<b>CHABOT</b>	350		
<b>LAS POSITAS</b>	0		
<b>DISTRICT</b>	40		

**CONFIGURATION OPTIONS**

**Bidder Name:** \_\_\_\_\_

**Hardware Manufacturer and Model No. :** \_\_\_\_\_

<b>CHABOT-LAS POSITAS PC ALTERNATE OPTIONS</b>	<b>COST DIFFERENCE TO STANDARD</b>	<b>TOTAL COMPONENT COSTS (QTY=1)</b>
3A) ATI RADEON HD 2400 XT 256MB		
3B) 250 GB HARD DISC DRIVE, 7200 RPM		
3C) REPLACE 19' MONITOR WITH 22" LCD WIDE MONITOR WITH VGA, DVI, S-VIDEO, RCA AND HDMI CONNECTORS		
3D) INCREASE RAM TO 8 GB MEMORY		
3E) ADD SPEAKERS		

<b>CONFIGURATION OPTIONS</b>	<b>COLLEGE</b>	<b>QUANT ITY</b>	<b>UNIT PRICE</b>	<b>EXTENDED PRICE</b>
3A) ATI RADEON HD 2400 XT 256MB	<b>LAS POSITAS DISTRICT</b>	40		
3B) 250 GB HARD DISC DRIVE, 7200 RPM	<b>LAS POSITAS</b>	10		
3C) REPLACE 19' MONITOR WITH 22" LCD WIDE MONITOR WITH VGA, DVI, S- VIDEO, RCA AND HDMI CONNECTORS	<b>LAS POSITAS DISTRICT</b>	30		
3D) ADD SPEAKERS	<b>CHABOT LAS POSITAS DISTRICT</b>	160		

**CONFIGURATION 4 BID FORM**

**Bidder Name:** \_\_\_\_\_

**Hardware Manufacturer and Model No. :** \_\_\_\_\_

<b>CHABOT-LAS POSITAS PERFORMANCE PC DESKTOP BASELINE STANDARD "CONFIGURATION 4"</b>	<b>SUPPLIED STANDARD YES OR NO?</b>	<b>IF "NO" IN COLUMN 2, PROVIDE SUBSTITUTION CONFIGURATION BELOW</b>
WINDOWS XP PROFESSIONAL APPLIED WITH CURRENT TESTED PATCHES.		
INTEL® CORE™2 DUO E8600 PROCESSOR (3.33 GHZ, 6 MB L2 CACHE, 1333 MHZ FSB) VPRO-TECHNOLOGY – X-SERIES PERFORMANCE CHIPSET		
4GB RAM PC2-6400 (DDR2-800) SODIMM 2X2GB		
ATI RADEON HD 2400 XT 256MB		
HIGH-END 19" LCD WIDE-SCREEN WITH VGA. DVI AND USB PORTS.		
ALL NIC CARDS SUPPORTING 10/100/1000 MBPS		
160GB 7200RPM SATA HARD DRIVE.		
CD/DVD+/-R/-RW/ 24X COMBO DRIVE		
FLOPPY DRIVE: 1.44 MB		
REGULAR 101/104 KEYBOARD.		
2-BUTTON OPTICAL SCROLL MOUSE.		
2 FRONT AND 2 REAR USB PORTS, PLUS ADDITIONAL PORTS IF KEYBOARD/MOUSE WILL USE USB PORTS		
HEADPHONE OUTLETS: FRONT-MOUNTED CONNECTIONS		
MICROPHONE OUTLETS: FRONT-MOUNTED CONNECTIONS		
FIREWIRE PORT		
TOWER DESKTOP		
POWER SUPPLY – MINIMUM 300 WATTS		
4-YEAR ON-SITE HARDWARE WARRANTY ON PARTS AND LABOR (INCLUDE IN HARDWARE PRICE).		

<b>COLLEGE</b>	<b>PC QUANTITY</b>	<b>UNIT PRICE</b>	<b>EXTENDED PRICE</b>
<b>CHABOT</b>	0		
<b>LAS POSITAS</b>	150		
<b>DISTRICT</b>	0		

**CONFIGURATION 5 BID FORM**

**Bidder Name:** \_\_\_\_\_

**Hardware Manufacturer and Model No. :** \_\_\_\_\_

<b>CHABOT-LAS POSITAS LAPTOP STANDARD "CONFIGURATION 5"</b>	<b>SUPPLIED STANDARD YES OR NO?</b>	<b>IF "NO" IN COLUMN 2, PROVIDE SUBSTITUTION CONFIGURATION BELOW</b>
Vista Ultimate, down-gradable to Windows XP Professional		
INTEL® CORE™2 DUO T9400* PROCESSOR (2.53 GHZ, 6 MB L2 CACHE, 1066 MHZ FSB)		
4GB RAM (800-MHZ, DDR2, 2DIMM)		
EXTERNAL VIDEO DB-15		
15.4" DISPLAY		
10/100/1000 MBPS NIC		
56K V.92 HIGH SPEED MODEM		
160GB 7200RPM SATA HARD DRIVE.		
INTEGRATED 24X DVD±R/±RW/CD-RW COMBO DRIVE		
BLUETOOTH, 802.11A/B/G/DRAFT-N WIRELESS WIFI (INTEL OR BROADCOM)		
PAD MOUSE WITH OPTIONAL POINTER, USB OPTICAL OR LASER MOUSE INCLUDED FOR EACH LAPTOP		
INTEGRATED CAMERA		
INTEGRATED MEDIA CARD READER		
USB PORTS		
PCMCIA SLOTS		
FIREWIRE PORT		
INTEGRATED CAMERA		
EXTENDED LIFE BATTERY WITH AC PACK		
DURABLE, DROP-RESISTANT CARRYING CASE, WITH SHOULDER STRAP		
3 YRS ACCIDENTAL DAMAGE WARRANTY FOR PARTS & LABOR		

<b>COLLEGE</b>	<b>LAPTOP QUANTITY</b>	<b>UNIT PRICE</b>	<b>EXTENDED PRICE</b>
<b>CHABOT</b>	100		
<b>LAS POSITAS</b>	40		
<b>DISTRICT</b>	10		

**SIGNATURE FORM**

TO: **CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT**, a California Community College District, acting by and through its Board of Trustees (the "District"), 5020 Franklin Drive, Pleasanton, California 94588.

FROM:

---

(Firm Name of Bidder)

---

(Address)

---

(City, State, Zip Code)

---

(Telephone/Telecopier)

---

(Name(s) of Bidder's Authorized Representative(s))

**1. Bid.**

**1.1 Bid Amounts.** The undersigned Bidder proposes and agrees to provide the equipment, materials, and related documentation required for the bid described as: Annual Requirements-Personal Computers and Peripheral Equipment, Chabot College and Las Positas College in the amounts listed on the Bid Forms. The bid amounts are exclusive of any State of California or local sales or use taxes. The Bidder confirms that it has checked all of the above figures and understands that neither the District nor any of its agents, employees or representatives shall be responsible for any errors or omissions on the part of the undersigned Bidder in preparing and submitting this Bid.

**1.2 Acknowledgment of Bid Addenda.** In submitting this Bid, the undersigned Bidder acknowledges receipt of all Bid Addenda issued by or on behalf of the District, as set forth below. The Bidder confirms that this Bid incorporates and is inclusive of, all items or other matters contained in Bid Addenda.

**Addenda Nos.** \_\_\_\_\_ received, acknowledged and incorporated into this Bid. **(initial)**\_\_\_\_\_

2. **Documents Accompanying Bid.** The Bidder has submitted with this Bid the following: (a) Non-Collusion Affidavit; (b) Bid Forms; (c) Bid Signature Form; (d) and Drug-Free Workplace Certification. The Bidder acknowledges that if this Bid and the foregoing documents are not fully in compliance with applicable requirements set forth in the Notice Calling for bids, the Instructions for bidders and in each of the foregoing documents, the Bid may be rejected as non-responsive.
3. **Award of Contract.** It is the intent of the District to issue a Purchase Order(s). It is expected that the successful contractor(s) will meet all requirements of this bid and purchase order(s).
4. **Acknowledgement and Confirmation.** The undersigned Bidder acknowledges its receipt, review and understanding of the business requirements, specifications and other contract documents pertaining to this bid. The undersigned Bidder certifies that the contract documents are, in its opinion, adequate, feasible and complete. The undersigned bidder certifies that it has, all necessary equipment, personnel, materials, technical and financial ability to complete the Work for the amount bid herein within the Contract time and in accordance with the Contract Documents.

By:

\_\_\_\_\_  
(Authorized Signature)

\_\_\_\_\_  
(Typed or Printed Name)

\_\_\_\_\_  
(Title)

**Publication Dates:**

**April 7, 2009**

**April 14, 2009**

**[END OF SECTION]**

## SECTION H - SPECIAL WARRANTY REQUIREMENTS

For personal computer desktops, a minimum of a four (4) year warranty is required. The warranty shall include all repair parts and on-site repair labor for the systems purchased under this agreement. For laptops, a minimum of a three (3) year warranty is required. The warranty shall include all repair parts and on-site installation labor. There is to be 100% no-charge for replacement parts and labor for systems under warranty. On-site warranty work shall be performed at the specific site where the systems are located. Any cost for the required warranties shall be included in the Unit Prices offered. The site locations are as follows:

### **Chabot College**

25555 Hesperian Blvd.

Hayward, California 94545

Please view the web site for general campus information: [www.chabotcollege.edu](http://www.chabotcollege.edu)

### **Las Positas College**

3000 Campus Hill Drive

Livermore, California 94551-7623

Please view the web site for general campus information: [www.laspositascollege.edu](http://www.laspositascollege.edu).

### **Chabot – Las Positas Community College District Office**

5020 Franklin Drive

Pleasanton, California 94588

Please view the web site for general campus information: [www.clpccd.org](http://www.clpccd.org)

The successful bidder will agree to repair on site or pick up and deliver depot warranty units at no charge to CLPCCD and meet certain Time-to-repair (TTR) requirements. Warranty work exceeding 3 business days will require vendor to provide a loaner unit that meets or exceeds the specification of the unit under repair. For desktop and laptop systems, the required critical requests response time will be within 24 hours of the hardware warranty service request. The required non-critical request response time will be within 48 hours of the hardware service request. Bidders must provide a specific statement regarding their agreement and compliance with these special warranty requirements.

All warranty work shall include replacement parts that are new and of equal or better quality than the original components. **In the event that warranty parts cannot be provided in the specified time required, CLPCCD requires that its staff or a third party contractor be allowed to replace components on an interim basis using spare parts and that these actions will not void the original warranty.** It is important that the original warranty permit CLPCCD technical staff or a third party contractor to do parts exchanges inside the units as needed without invalidating the warranty. **CLPCCD will notify the warranty contractor when this situation occurs to give contractor the opportunity to remedy the problem first. If they cannot, District staff will proceed and contractor will expressly ensure the warranty remains in effect.**

**Under the terms of either the warranty or the purchase agreement, Contractor will be required to stock replacement parts for the systems listed in this bid. Items of interest include: drives, power supplies, keyboards and other important parts. Bidders must provide a statement regarding their plan to stock replacement parts.**

**Under the terms of either the warranty or the purchase agreement, Contractor will be required to provide 2-3 on-site spare units for each of the three (3) CLPCCD sites and ramp up to provide up to 5 spares per site within 24 hours in cases of emergency. Bidders must provide a statement regarding their plan to stock replacement parts and provide spare units.**

Bidders must have trained and certified service technicians on staff. Bidders must have their own in-house repair facility or maintain an agreement with a qualified, nationally recognized, sub-contractor to provide warranty repair services. Bidders must provide a profile of the sub-contractor, if any, in accordance with the requirements above.

In the event of a contract award, successful bidder must provide the name and direct dial phone number of the single point of contact in their service department who will coordinate CLPCCD warranty service needs. Contractor will be required to notify CLPCCD of any changes.

Bidders must provide a copy of, or a detailed description of, the complete warranty terms and conditions offered in their bid. These warranty requirements are in addition to the warranty provision contained in the standard Purchase Order terms and conditions included as part of this invitation to bid (see Section Q).

## **SECTION I - SHIPPING/HANDLING AND DELIVERY**

The desktop systems will be ordered in increments to meet the specific installation dates for the colleges. The bidder will provide a toll-free number for order tracking/delivery schedule information. The number shall be available Monday to Friday from 8am to 5pm. Therefore, it is imperative and required that the selected bidder provide a designated customer support representative to work closely with the Purchasing and Information Technology Services (ITS) staffs at each CLPCCD locations to ensure multiple orders can be delivered on a variety of dates to the three different locations. Bidder shall provide a statement as to how they will comply with this requirement. Bidder shall provide a statement regarding the involvement of any third party equipment or service provider(s) involved in shipping/handling and delivery.

Orders require an Authorized District Purchase Order and will be placed via email, fax or phone or U.S. Mail from CLPCCD's Purchasing Department. **Contractor shall deliver units to CLPCCD's receiving department no later than 20 working days after receipt of order (ARO). It is required that contractor provide expedited delivery when the needs of CLPCCD so dictate.** Bidders must provide a statement indicating that they comply to this requirement and further describe the scenario of a typical occurrence of expediting the delivery of systems ordered.

All Bids must indicate the method to be used to deliver systems as ordered by CLPCCD (i.e., company owned truck, common carriers such as UPS, FedEx, DHL, or other).

**All shipments shall be made FOB: destination/Freight: prepaid and allowed.**

## **SECTION J – GREEN COMPLIANCE**

The District is engaged in ongoing efforts to develop sustainable operations. As such, the below items 1 and 2 are desirable, but at this time not mandatory. Bidders shall provide a statement of their equipments compliance to these sections. Consideration will be given to responses in this Section J.

1. EPEAT - All desktops, laptops, and computer monitors provided under this contract are required to have achieved Bronze registration or higher under the Electronic Products Environmental Assessment Tool (EPEAT). EPEAT is a procurement tool designed to help large volume purchasers evaluate, compare, and select desktop computers, laptops, and monitors based upon their environmental attributes as specified in the consensus-based IEEE Standard for the Environmental Assessment of Personal Computer Products (1680).

Additional consideration will be provided for products that have achieved EPEAT Silver or EPEAT Gold registration. The registration criteria and a list of all registered equipment are provided at <http://www.epeat.net> .

2. ENERGY STAR - All desktops, laptops, and computer monitors provided under this contract are required to meet Energy Star 4.0 requirements and be officially Energy Star registered.

## **SECTION K - INSTRUCTIONS TO BIDDERS**

Three (3) copies of the bid must be submitted. Bids must be addressed and delivered no later than 2:00 PM. PST, April 21, 2009. Please plan deliveries accordingly. Deliver bids to:

Chabot-Las Positas Community College District  
District Purchasing and Warehouse Services Department  
5020 Franklin Drive  
Pleasanton, California 94588

### **GENERAL INSTRUCTIONS:**

1. Bids received after the deadline for closing will be returned unopened unless necessary for identification purposes. CLPCCD is not responsible for mail/messenger delays.
2. The District reserves the right to conduct discussions with all bidders, including the bidder(s) who appear(s) to have been selected, to request or require clarification, additional information or additional documentation prior to an official award(s). An oral presentation prior to awards(s) may be required by the District.

3. Any information considered to be proprietary by the bidder shall be marked or stamped "Proprietary Information." Pricing information will not be considered proprietary.
4. Award: The award shall be made to the responsible bidder(s) providing the lowest responsive bid. The award will be in accordance with CLPCCD Board Policy and Procedures and State of California Education Code including but not limited to Section 81645. CLCCD reserves the right to award one or more contracts.
5. Format: Bids must be submitted on the CLPCCD Bid Forms and Bid Signature Form provided in Section E and with other submittals that meet both format and content requirements listed herein.
6. Bidders may be required to provide the District with two (2) each of the specified systems for evaluation and inspection for a period up to one week.
7. The District reserves the right to reject any or all bids of any part thereof, or to withhold the award and to waive or decline to waive irregularities in any bid when it is determined to be in the District's best interest.
8. The successful bidder(s) is expected to enter into a Standard Agreement approved by the Board of Trustees of CLPCCD, which includes the Standard Purchase Order Terms and Conditions which are included herein (see Section K).
9. Under a subsequent contract, Contractor will be required to submit four (4) sets of technical manuals per each type of system described in this Bid.
10. Here, as an option state, whether contract unit pricing is extended to CLPCCD faculty and employees for individual purchases for home use. Here as an option state successful bidder will extend contract unit pricing and delivery terms to other government and educational agencies in California. Acceptance or decline of this provision will not disqualify an otherwise successful bid.
11. The District reserves the right to make a partial award to multiple vendors, so as to best meet the needs of the District.

## **ADDITIONAL INSTRUCTIONS**

1. Bidders shall list the manufacturers and model numbers of each configuration specified in the specification in this document. If technology changes causing components to no longer be available, the vendor will provide a comparable configuration at the same or less costs as specified in this BID. Cognizant of the continual change and evolution of computer technology, the District reserves the right to upgrade individual components of each system in order to accommodate said changes. The successful bidder shall: (1) agree to sell new and current state-of-the-art components to the District under the same pricing method quoted in this bid, and (2) provide customer service calls to share knowledge pertaining to changing computer technology and to assist the District planning efforts to advantageously stay abreast of technology impacting higher educational institutions. The District's unit pricing may be adjusted upward when the District requests upgrades based on new technology. Minor pricing changes may be mutually agreed upon during the term of the contract.

2. Contractor must agree to notify the District of any part(s) modification(s) or substitution(s). The District reserves right of refusal and will return all unauthorized substitutions.

## **SECTION L – BILLING AND INVOICES**

The successful bidder must provide invoices in a timely manner. Invoices must be furnished in both paper hard copy and electronic formats. Invoices must be submitted in a format and with sufficient content as prescribed by the District. Typically, each invoice is required to be a direct match to each District Purchase Order.

## **SECTION M – VALUE ADDED**

Bidder shall provide a statement as to any optional value added services such as web based order/shipment tracking; web based records of equipment specifications ordered and history database on each system purchased by CLPCCD; or others that will be provided at no charge.

## **SECTION N– DETERMINATION OF RESPONSIBLE BIDDER AND RESPONSIVE BID**

In order to be determined as a responsible bidder submitting a responsive bid, bidders must comply with all requirements in all sections of this bid, including provision of the following information:

1. A cover letter signed by the firm's authorized principal agent, which includes the bidder's understanding of the products, their warranty and the services to be provided and a general statement asserting why this firm should be selected.
2. Provide proof your company has been in business for the past 3 years.
3. Provide proof of your company's continued financial growth during the past 3 years.
4. Provide Annual Gross Sales Reports for the past 3 years.
5. Provide the names and phone numbers of other purchasing professionals from 3 different customers who have purchased from your company at least 100 personal computer systems of the type specified herein.
6. Sales reports sent to the CLPCCD Purchasing Department on a quarterly basis are required under a subsequent contract. At a minimum, the report will summarize the systems purchased by CLPCCD, indicate the type of units purchased and the year-to-date total by system type. Submit an example of a quarterly sales report format you could provide.
7. Service usage reports sent to CLPCCD Purchasing Department on a quarterly basis are required under a subsequent contract. The report shall indicate the quantity and type of service performed and on which systems. Submit an example of a quarterly service report format you could provide.

## **SECTION O - PROVIDE OTHER INFORMATION**

Please provide the following information as an attachment to your bid:

1. Experience: Demonstrated competence in implementing a master purchase agreement (as described in this BID) with other firms or institutions similar to CLPCCD. History and successful growth as a PC supplier. Quality of past performance with other similar accounts.
2. Resources: General overall stability of the firm. Appropriate facilities and sufficient personnel and management to provide "in-house" services. Financial stability of the company.
3. Geographical location for warranty service. Proximity to the Colleges.
4. Quality of service and experience of subcontractors or services suppliers, if any.
5. Oral presentation (if required).

Please provide more information about your technical service department and customer service efforts:

1. Number of support staff (CA locations only) and qualifications of support staff.
2. Is your firm a factory authorized service center for all equipment bid? (Y/N)
3. Name and location of nearest Factory Authorized Service Center for components for which your firm is not factory authorized.
4. Hours of service that is available.
5. Describe your return procedures.
6. Is on-site service available to all CLPCCD sites? Will a third party company provide this service? If yes, what company?
7. Describe quality control procedures that will be followed on all components.
8. How long if any will CLPCCD receive free telephone or email technical support for items purchased?

## **SECTION P – STATE OF CALIFORNIA EDUCATION CODE**

The State of California Education Code Section 81645 is applicable to this Bid No. 09-16.

The code states, "The governing board of any community college district may contract with a party who has submitted one of the three lowest responsible competitive proposals or competitive bids, for the acquisition, procurement, or maintenance of electronic data-processing systems and equipment, electronic telecommunication equipment, supporting software, and related materials, goods, and services, in accordance with procedures and criteria established by the governing board."

## SECTION Q - STANDARD PURCHASE ORDER TERMS AND CONDITIONS

### Chabot Las Positas Community College District Purchase Order Terms & Conditions For Purchase Order # \_\_\_\_\_

This Agreement is made by and between \_\_\_\_\_ ("Seller") and the Chabot-Las Positas Community College District (District) as of \_\_\_\_\_, 20\_\_ for the purchase of Annual Requirement - Personal Computers and Peripheral Equipment, Chabot College and Las Positas College, as follows:

- 1. Entire Agreement:** The following terms and conditions, together with such terms as are set forth in this Purchase Order ("Order"), such plans, specifications or other documents as are incorporated by reference in the Purchase Order, and any amendments in any subsequent authorized writing from District, shall constitute the entire contract between the District and Seller and shall supersede all prior agreements, understandings, negotiations and discussions, whether oral or written, of the parties. There are no warranties, representations or other agreements between the parties in connection with the subject matter hereof, except as specifically set forth herein. If performance specifications, technical product descriptions or other similar descriptive materials submitted by Seller in connection with the Order have been incorporated by reference in the Purchase Order these shall not be deemed to supersede any contrary requirements of District, but to the extent that such materials are not inconsistent with District's requirements, they shall constitute a part of the basis of this agreement.
- 2. Payment:** Payment terms are as set forth in the Purchase Order. . If no terms are specified, the net amount shall be payable within 30 days after the later of (i) delivery and acceptance of goods or other performance conforming with the terms of this Order or (ii) invoicing. Except as otherwise provided in the Purchase Order the price includes all applicable Federal, State and local taxes and duties. All Federal, State and local taxes and duties shall be separately itemized on any invoices. Seller assigns to District all rights to refunds of sales and use taxes paid in connection with this Order and agrees to co-operate with District in the processing of any refund claims.
- 3. Changes:** District may make changes to this Order, including drawings and specifications for specially manufactured goods and place of delivery, by giving written notice to Seller. If such changes affect the cost of or the time required for performance of this Order, an equitable adjustment in the price or date of delivery or both shall be made. No change by Seller is allowed without written approval of District. Any claim of Seller for an adjustment under this Article must be made in writing within thirty (30) days from the date of receipt by Seller of notification of such change. Nothing in this Article excuses Seller from delivering the goods and services described in this Order. Except as otherwise provided herein, no other supplement, modification, waiver or termination of this Agreement shall be binding unless executed in writing by the parties to be bound thereby.

4. **Time**: If delivery or completion dates cannot be met, Seller shall inform District immediately. Such notice shall not, however, constitute a change to the delivery or completion terms of this Order unless District modifies this Order in writing. If any item is not received or if any element of the work is not completed by the date specified, the District, at District's option and without prior notice to Seller may either approve a revised date or may cancel this Order and may obtain such goods or work elsewhere and in either event the Seller shall be liable to the District for any resulting loss incurred by the District. Seller's sole remedy for a delay caused by District shall be an extension in the time for Seller's performance equal to the duration of District's delay. Seller shall not be liable for damages resulting from Seller's failure to deliver or complete, or for delays in delivery or completion occasioned by strikes, lock-outs, fires, war or acts of God. TIMING OF DELIVERY AND/OR PERFORMANCE OF THE WORK IS OF THE ESSENCE OF THIS ORDER.
5. **Improper Performance**: In addition to other remedies provided by law, District reserves the right to reject any goods or to revoke any previous acceptance and to cancel all or any part of the Order if Seller fails to deliver all or any part of the goods or perform any of the work in accordance with the terms and conditions of this Order. Acceptance of any part of the Order shall not bind the District to accept any future shipments or work nor deprive it of the right to return goods already accepted. At District's option, all disputes arising in connection with this Order shall be resolved by arbitration in accordance with the rules of the American Arbitration Association, except that each party shall have the discovery rights established by the California Code of Civil Procedure.
6. **Cancellations**: The District may cancel this Order in whole or in part, for no cause, upon written or fax notice to the Seller, effective when sent, provided such notice is sent at least fourteen (14) days prior to the delivery date specified on the face of this Order.

In addition, the District may cancel this Order in whole or in part at any time for cause by written or fax notice to the Seller, effective when sent, in the event that Seller: (a) fails to comply with any term or condition of this Order including, but not limited to, delivery terms; or (b) appoints a receiver, liquidator or trustee in bankruptcy or other similar officer over any or all of its property or assets; or (c) files a voluntary petition in bankruptcy; or (d) has had filed against it an involuntary petition in bankruptcy which remains in effect for thirty (30) days; or (e) voluntarily ceases trading; or (f) merges with or is acquired by a third party; or (g) assigns any of its rights or obligations under the Order to a third party without the District's advance written consent.

Upon the occasion of any one of the aforesaid and in addition to any remedies, which the District may have in law or in equity, the District may also cancel this order or any outstanding deliveries hereunder by notifying Seller in writing of such cancellation. Seller shall thereupon transfer title and deliver to the District such work in progress or completed material as may be requested by the District. The District shall have no liability to Seller beyond payment of any balance owing for materials purchased hereunder and delivered to and accepted by the District prior to the Seller's receipt of the notice of termination, and for work in progress requested for delivery to the District.

7. **Rescheduling**: The District may without liability at least fourteen (14) days prior to the scheduled delivery date appearing on the Order defer delivery on any or every item under said Order by giving oral notice to the Seller (confirmed in writing within ten (10) working days) of any necessary rescheduling.
8. **Warranty**: The goods and services furnished shall be exactly as specified in the Order, and shall be free from all defects in design, workmanship and materials. The goods and services are subject to inspection and test by the District at any time and place. If the goods and services furnished are found to be defective, the District may reject them, or require Seller to correct them without charge, or require a reduction in price, which is equitable under the circumstances. If Seller is unable or refuses to correct such items within a time deemed reasonable by the District, the District may terminate this Order in whole or in part. Seller bears all risks as to rejected goods and services. Seller shall reimburse the District for all transportation costs, other related costs incurred, and overpayments in respect of the neglected goods and services. These express warranties shall not be waived by reason of acceptance or payment by the District. This Order incorporates by reference all terms of the Uniform Commercial Code as adopted in the State of California providing any protection to the District, including but not limited to all warranty protection (express or implied) and all of the District's remedies under the UCC. All goods and work shall also be subject to any stricter warranties specified in the Data Sheet or in other materials incorporated by reference.
9. **Risk of Loss**: Unless the Order expressly states otherwise, all goods shall be shipped FOB the "Ship to" location designated in the Purchase Order. Risk of loss shall not pass to District until goods called for in this Order actually have been received and accepted by the District at the destination specified herein. Seller assumes full responsibility for packing, crating, marking, transportation and liability for loss and/or damage even if District has agreed to pay freight, express or other transportation changes.
10. **Electronic/Facsimile Transmission**: If this Order is transmitted by telecopier or by other means of electronic transmission, such transmission shall have the legal significance of a duly executed original delivered to the Seller, but only if the Transmit Terminal Identification on the Purchase Order correctly includes the notation "Chabot-Las Positas Community College District," "Chabot Community College," or "Las Positas Community College".
11. **Hold Harmless**: From and after the date of this Order, the Seller agrees to indemnify, defend and hold harmless the District from any and all claims, regardless of by whom such claim or claims may be asserted, for personal injury or property damage or otherwise that may result directly or indirectly from the use, possession or ownership of the goods or from the services provided by Seller pursuant to this Order.
12. **Assignment/Subcontracting**: Neither party shall have any right to assign this Order or any benefits arising from this Order without prior written consent of the other and, unless otherwise agreed upon in writing, the rights of any assignee shall be subject to all set-offs, counterclaims, and other comparable rights arising hereunder. Seller shall not, except in the

case of raw materials (including castings, forgings, and rough welded structures) or standard commercial goods or except as otherwise agreed in writing by the District, delegate or subcontract the work on any item of material or service to be delivered or performed under this Order.

13. **Shipping, Packaging and Labeling**: All Material purchased hereunder must be packed and packaged to ensure its safe delivery in accordance with good commercial practice and where incorporated, the District's packaging specification. The Seller shall mark on all containers, handling and loading instructions, shipping information, part number, purchase order number and item number, quantity in box, shipment date, and names and addresses of the Seller and the District. An itemized packing list must accompany each shipment. Each packing slip shall include; this Order number, quantity, item description, order date, shipping date and delivery address, but shall not include pricing information.
14. **Notification of Hazardous Products**: The Seller hereby agrees to notify the District of any inherent hazard related to any materials or goods being purchased herein that would expose the hazard during handling, transportation, storage, use, resale, disposal or scrap. Said notice shall be sent to the District's Director of Purchasing and shall specify the product name and part number, the nature of the hazard, proper precautions that must be undertaken by the District or others and any additional information that the District should reasonably expect to know to protect its interest.

All shipments of hazardous materials under this Order shall comply with current U.S. Department of Transportation (DOT) regulations as published in 49 CFR 100-199, and the labeling shall meet the current U. S. Occupational Safety and Health Administration (OSHA) regulations as published in 29 CFR 1910. 1200, for the transporting and labeling of hazardous materials. Material Safety Data Sheets (MSDS) shall be supplied with the first shipment of all hazardous materials, and these sheets shall be resubmitted if any changes or updates, as required, are made.

15. **Work On-Site**: The following additional conditions will apply if work is to be performed by the Seller at any of District's locations.
  - a. All persons furnished by Seller shall be deemed Seller's employees or agents and Seller shall comply with all applicable statutes regarding worker's compensation, employer's liability, unemployment compensation, and/or old age benefits and all other applicable laws relating to or affecting the employment of labor.
  - b. Seller shall indemnify, hold harmless and defend District from any and all claims and liabilities for injuries or death and also for any and all claims and liabilities arising out of loss or damage to property, caused by or resulting from the performance of the work covered hereby.
  - c. Seller shall at all times during the term of this Agreement, or any extension thereof, maintain comprehensive general liability insurance coverage in the amount of

- \$1,000,000 per occurrence and in the aggregate for all claims made during any one policy year. Seller shall, upon request of the District, provide proof that the services provided are covered under its policy and that the District is named or fully covered as an additional insured.
- d. Seller agrees to comply fully with all provisions of all applicable workers' compensation insurance laws, and shall procure and maintain in full force and effect worker's compensation insurance covering its partners, employees and agents while said persons are performing services pursuant to this Agreement. In the event that an employee of Seller performing this Agreement files a worker's compensation claim against the District, Seller agrees to defend and hold the District harmless from such claim.
  - e. The work shall be performed in a first class and workmanlike manner by qualified and efficient workers who shall not cause labor conflicts with any workers employed by the District or others working at District's facilities. The work shall be performed in strict conformity with the strictest quality standards mandated and/or recommended by all generally recognized organizations establishing quality standards for work of the type to be performed hereunder. Seller shall be solely responsible for controlling the manner and means by which it and its employees perform labor and services and it shall observe, abide by and perform all of its obligations in accordance with all legal requirements. Without limiting the foregoing, Seller shall control the manner and means of the labor and services so as to perform the work in a reasonably safe manner and comply fully with all applicable codes, regulations and requirements imposed or enforced by any government agencies, including all applicable requirements of the Occupational Safety and Health Administration (OSHA) and all safety codes and procedures mandated or recommended by insurance underwriting organizations and all generally recognized organizations establishing safety standards, including without limitation the National Fire Protection Association, for work of the type to be performed hereunder. Notwithstanding the foregoing, any stricter standard provided in plans, specifications or other documents incorporated as part of this Order shall govern.
  - f. Seller is responsible for securing all applicable licenses and permits and compliance therewith and the price shall be deemed to include the cost of these items.
  - g. The site shall be kept free of waste and, on completion, left "broom clean." In case of dispute District may remove waste at Seller's expense.
  - h. If requested, Seller shall furnish satisfactory evidence of the kind, quality and quantity of labor and materials used or to be used.
  - i. The Seller, for itself and for all subcontractors and material men, agrees that no mechanic's lien or other claim shall be filed or maintained by the Contractor or by any subcontractor, material man, laborer or any other person, whatsoever, for or on

account of any work done or materials furnished under this Order. This agreement shall be an independent contract and the Seller shall execute and deliver to District a separate Waiver of Liens (in form and substance satisfactory to the District).

j. In every subcontract entered into by the Seller after the execution and delivery of this Order or in connection herewith, the Seller shall incorporate a provision, similar to the foregoing paragraph, to the effect that neither the subcontractor nor any party acting through or under him shall file or maintain any mechanic's lien or other claim against the District in connection with the work to be performed hereunder.

16. **Non-Discrimination in Employment**: In connection with the performance of work under this Order, the Seller agrees that it will not unlawfully discriminate on the basis of race, color, religion, gender, national origin, age or medical condition, sexual orientation or marital status or any other characteristic protected by law in the delivery of programs or services set forth herein. In the event of the Seller's non-compliance with the non-discrimination clauses of this Order or with any of the said rules, regulations, or orders, this Order may be cancelled, terminated or suspended in whole or in part and the Seller may be declared ineligible for further District contracts as provided by law.
17. **Compliance with Laws and Regulations**: The Seller represents and warrants to District that Seller and its employees, agents, and any subcontractors have filed all certifications and have obtained all licenses, permits, qualifications, and approvals of whatsoever nature that are legally required in connection with this Order.
18. **Waiver**: A waiver of any breach or any of the covenants, terms or provisions of this Agreement shall not be construed as a waiver of any subsequent breach of the same or any other covenant, term or provision.
19. **Termination for Convenience**: District may terminate this Order at any time without incurring liability to Seller for lost profits or any other costs other than the value of conforming work completed on site or goods delivered.
20. **Governing Law**: This Agreement shall be governed by and construed in accordance with the laws of the State of California.
21. **Venue**: In the event that either party brings any action against the other under this Agreement, the parties agree that trial of such action shall be vested exclusively in the state courts of California in the County of Alameda or in the United States District Court for the Northern District of California.
22. **No Third Party Beneficiaries**: Nothing in this Agreement shall be construed to create any duty to, any standard of care with reference to, or any liability to anyone other than the Parties to this Agreement. No one is an intended third-party beneficiary of this Agreement.

23. **Attorney's Fees**: If a party to this Agreement brings any action, including an action for declaratory relief, to enforce or interpret the provision of this Agreement, the prevailing party shall be entitled to reasonable attorneys' fees in addition to any other relief to which that party may be entitled. The court may set such fees in the same action or in a separate action brought for that purpose.
24. **Captions**: The captions used herein as headings of the various paragraphs and subparagraphs hereof are for convenience only, and the parties agree that such captions are not to be construed as a part of the Agreement or to be used in determining or construing the intent or context of this Agreement.
25. **Counterparts**: This Agreement may be executed in any number of counterpart copies, all of which shall constitute one and the same Agreement and each of which shall constitute an original.
26. **Severability**: If any of the provisions or portions thereof of this Agreement are held to be unenforceable or invalid by any court of competent jurisdiction, the validity and enforceability of the remaining provisions or portions thereof shall not be affected thereby.

**[END OF SECTION]**

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**ATTACHMENT A**

**NON-COLLUSION AFFIDAVIT**

**STATE OF CALIFORNIA**

**COUNTY OF \_\_\_\_\_**

I, \_\_\_\_\_, being first duly sworn, deposes and says that I am  
(Typed or Printed Name)

The \_\_\_\_\_ of \_\_\_\_\_, the party submitting  
(Title) (Bidder Name)

the foregoing Bid Proposal ("the Bidder"). In connection with the foregoing Bid Proposal, the undersigned declares, states and certifies that:

1. The Bid Proposal is not made in the interest of or on behalf of, any undisclosed person, partnership, company, association, organization or corporation.
2. The Bid Proposal is genuine and not collusive or sham.
3. The bidder has not directly or indirectly induced or solicited any other bidder to put in a false or sham bid, and has not directly or indirectly colluded, conspired, connived, or agreed with any other bidder or anyone else to put in sham bid, or to refrain from bidding.
4. The bidder has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the bid price, or that of any other bidder, or to fix any overhead, profit or cost element of the bid price or that of any other bidder, or to secure any advantage against the public body awarding the contract or of anyone interested in the proposed contract.
5. All statements contained in the Bid Proposal and related documents are true.
6. The bidder has not, directly or indirectly, submitted the bid price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, or paid, and will not pay, any fee to any person, corporation, partnership, company, association, organization, bid depository, or to any member or agent thereof to effectuate a collusive or sham bid.

Executed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_ at \_\_\_\_\_  
(City, County and State)

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
Name Printed or Typed

\_\_\_\_\_  
(City, County and State)

(\_\_\_\_\_) \_\_\_\_\_  
(Area Code and Telephone Number)

**[END OF SECTION]**

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**ATTACHMENT B**

**DRUG-FREE WORKPLACE CERTIFICATION**

I, \_\_\_\_\_, am the \_\_\_\_\_ of  
(Print Name) (Title)  
\_\_\_\_\_. I declare, state and certify to all of the following:  
(Contractor Name)

1. I am aware of the provisions and requirements of California Government Code §§8350 et seq., the Drug Free Workplace Act of 1990.

2. I am authorized to certify, and do certify, on behalf of Contractor that a drug free workplace will be provided by Contractor by doing all of the following:

A. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited in Contractor's workplace and specifying actions which will be taken against employees for violation of the prohibition;

B. Establishing a drug-free awareness program to inform employees about all of the following:

- (i) The dangers of drug abuse in the workplace;
- (ii) Contractor's policy of maintaining a drug-free workplace;
- (iii) The availability of drug counseling, rehabilitation and employee-assistance programs; and
- (iv) The penalties that may be imposed upon employees for drug abuse violations;

C. Requiring that each employee engaged in the performance of the Contract be given a copy of the statement required by subdivision (A), above, and that as a condition of employment by Contractor in connection with the Work of the Contract, the employee agrees to abide by the terms of the statement.

3. Contractor agrees to fulfill and discharge all of Contractor's obligations under the terms and requirements of California Government Code §8355 by, inter alia, publishing a statement notifying employees concerning: (a) the prohibition of any controlled substance in the workplace, (b) establishing a drug-free awareness program, and (c) requiring that each employee engaged in the performance of the Work of the Contract be given a copy of the statement required by California Government Code §8355(a) and requiring that the employee agree to abide by the terms of that statement.

4. Contractor and I understand that if the District determines that Contractor has either: (a) made a false certification herein, or (b) violated this certification by failing to carry out and to implement the requirements of California Government Code §§8355, the Contract awarded herein is subject to termination, suspension of payments, or both. Contractor and I further understand that, should Contractor violate the terms of the Drug-Free Workplace Act of 1990, Contractor may be subject to debarment in accordance with the provisions of California Government Code §§8350, et seq.

5. Contractor and I acknowledge that Contractor and I are aware of the provisions of California Government Code §§8350, et seq. and hereby certify that Contractor and I will adhere to, fulfill, satisfy and discharge all provisions of and obligations under the Drug-Free Workplace Act of 1990.

I declare under penalty of perjury under the laws of the State of California that all of the foregoing is true and correct.

Executed at \_\_\_\_\_ this \_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.  
(City and State)

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Handwritten or Typed Name)

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